



The Children's
Center at Mulberry
719 Mulberry Street, Macon, GA 31201, P.O. Box 149, Macon, 31202
478-745-8601, Fax 478-755-1040

Job Description-Teacher

Employee will submit before first day of employment:

- Application
- High School Diploma or GED
- Criminal Background Check
- Copy of driver's license
- Social Security card
- DHR class certificates

Education Requirements:

- 10 DHR hours per year
- 2 DHR hours of training in Disease Control and Injury Control within the first year of employment
- 2 DHR hours of training in Child Abuse-within the first year of employment
- 2 DHR hours of training in Health and Safety within the first year of employment
- First Aid
- CPR
- Fire Safety within the first 3 months of employment

Physical Requirements:

- Employee should be comfortable with prolonged sitting and standing.
- Employee should be able to lift and hold up to 50 lbs.
- Employee should be able to squat to a child's height and maintain eye contact at a child's level.
- Employee should be able to sit on the floor with children for prolonged periods of time.
- Employee should be able to bend and reach from floor to waist several times throughout the day.
- Employee should be able to crawl around on the floor and interact with the children in their space.

Skills:

- Understand a child's social/emotional, cognitive, physical, and spiritual developmental needs.
- Must be a very patient individual.

- Demonstrate the ability to create and effectively implement age appropriate lessons, and activities.
- Have the ability to plan and implement methods of establishing a positive partnership with the child's parents.
- Possess the ability to balance safety considerations with the child's need to be active.
- Possess the ability to interact effectively with children, parents, peers, and administrative staff.
- Possess the ability to work both independently as well as within teams.

Responsible for:

- Safety and well being of the children in your care.
- Providing a loving, healthy, and safe environment.
- Providing consistent guidance for the children.
- Creating and submitting age appropriate lesson plans.
- Implementing daily curriculum and activities for the children.
- Nurturing the social/emotional, cognitive, physical and spiritual development of the children.
- Maintaining confidentiality, and reporting any suspect of abuse to supervisor.
- Attending staff meetings
- Keeping all appropriate records such as attendance, time sheets, accident reports, etc.
- Reading Rules for Child Care Learning Centers, and meeting all applicable licensing regulations.
- Adhere to all employee policies and procedures of The Children's Center at Mulberry, including those specified in any employee handbook.

Additional Responsibilities:

- Be a team player with your co-workers.
- Be committed to professional self growth such as; grooming, punctuality, professionalism, enthusiasm, and support of the center.
- Any other duties as assigned by the Director or Assistant Director.